

Vacancy Announcement

OPEN TO:	All Interested Candidates
POSITION:	AECSA Demi Chef
OPENING DATE:	Wednesday, 15 November 2023
CLOSING DATE:	Wednesday, 22 November 2023
WORK HOURS:	Full-time, 48 hours per week. Must be available for occasional overtime to accommodate the work demand to include after hours, weekends and holidays. One-year contract, renewable.
SALARY:	JD 373 per month (paid in JDs at the end of every month) + service charge. Benefits: health insurance, savings plan, SS enrollment (or severance pay for non-Jordanians), discount on food, paid holidays.
WHO MAY APPLY:	Resumes will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. Family members of AECSA BOD members are ineligible.

Note: All ordinarily resident applicants must be residing in country and have required work and/or residency permits to be eligible for consideration.

The American Embassy Community Services Association is a not-for-profit entity located at the U.S Embassy-Amman. The association provides goods and services to American Embassy employees to enhance the quality of their lives, and to create a supportive community that values the welfare and satisfaction of embassy employees, ultimately contributing to the overall success of the United States Embassy mission.

BASIC FUNCTION OF POSITION

- Assist in preparing, cooking, and executing all food production for breakfast, lunch, dinner, special events, banquets, parties, and outside catering.
- Prepare (clean) fresh food products as necessary (eggs, vegetables, etc.).
- Reduce and avoid food waste and spoilage.
- Cover, label, and date all items stored in the refrigerators.
- Properly care for all equipment, tools, and instruments and ensure that they are cleaned and properly stored.
- Maintain an accurate time and attendance schedule.

- Check all refrigerators/ freezers at the end of the day and records temperatures in the appropriate log.
- Ensure all ovens, exhaust system and grills are turned off at the end of the shift and that the oil fryer is properly covered.
- Ensure that the doors are locked, and the lights turned off at the end of the shift.
- Assist other staff members with their duties, if necessary.
- Perform all other duties assigned by the Food and Beverage Director.
- Perform all other duties assigned by the AECSA General Manager.

QUALIFICATIONS REQUIRED

- Basic English Language skills required.
- Ability to utilize a wide range of kitchen tools and utensils, include chopping knives and vegetable grinders.
- Ability to work well in a team.
- Close attention to detail.
- Must strictly adhere to hygiene and sanitation rules as required by the Embassy's Health Unit.

TO APPLY

Interested applicants should submit a cover letter and a resume to: Amman-AECSA@state.gov